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Civil Engineering

**REVIEW OF CONSTRUCTION PLANS AND
SPECIFICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-10, *Installations and Facilities*. It establishes procedures for performing the review of construction plans and specifications by installation agencies to ensure that design errors or omissions are identified and corrected before contract bids are obtained. It applies to all organizations assigned or attached to Westover ARB.

1. Responsibilities. The following agencies will be responsible for performing the review of all military construction projects, Operations & Maintenance projects and Simplified Acquisitions of Base Engineering (SABER) projects.

1.1. Using Agency.

1.2. Safety.

1.3. Fire Protection.

1.4. Security Forces.

1.5. Communications.

1.6. Bioenvironmental Engineering.

1.7. Base Civil Engineering (BCE).

1.8. Other agencies affected by a particular project will also be required to perform the design review and will be notified as described below.

1.9. The using agency will verify functional adequacy with specific emphasis on incorporating all future or incomplete requirements. All agencies will verify that the design provides for, and does not violate, requirements established by regulations pertaining to their functions. Review by BCE functions will eliminate conflict between in-house and contract work and improve maintainability and standardization of equipment, controls and real property installed equipment.

2. Procedures.

2.1. Design reviews will be performed at the 10, 35, 90 and 100 percent design levels for all Architect-Engineer designed projects. Design review for SABER projects will be performed, as a minimum, at the 100% design level.

2.2. All agencies will be notified by an e-mail that project plans and specifications are available for review in the Engineering Flight of BCE. Addressees will be allowed ten calendar days from the date of the notification to perform their review.

2.3. Each agency will provide written comments separately for each project to the BCE. Comments shall be forwarded by e-mail using the electronic version of AFRC Form 59, **Design/Construction Review Comments**, which will be provided with each notification. The reviewing agency and the author of the review comments must be identified in the appropriate block. If after the review there are no comments to be made, written responses to that effect are also required to be electronically submitted utilizing the AFRC Form 59. A formal design review meeting will be conducted at each level of Architect-Engineer designed projects to discuss the review comments, overall design development, critical details and phasing requirements during execution of the work. The project designer will be notified to incorporate all comments at the next design stage or before design documents are sent to Contracting, as applicable. Comments not intended to be included in the design will be answered in writing to the agency by the engineering staff.

2.4. The title block of all drawing sheets will include a review coordination block with a space for signature for each reviewing agency to denote that it has been given the opportunity to review the plans and specifications. Before the final drawings and specifications are reproduced for release to Contracting, a representative of each of the reviewing agencies will sign the review coordination block on each sheet of mylar (reproducible) drawings. At this time, all previous comments made by the reviewer should have been incorporated into the final design documents. A separate certification form will be used for SABER projects due to the informal nature of the plans and specifications of these projects.

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